

Solicitation Number: 07-0014-01
Administration of the Summer Faculty Research Program and
Sabbatical Leave Program Support Service for the Office of Naval
Research for the Code 363, Corporate Programs Division

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0007, Navy/DoD Education Programs and Initiatives Support, are due by 2:00 PM, local time on Thursday, 09 November 2006.

1.0 Background

The Office of Naval Research (ONR) has a requirement for assistance in the administration of the Summer Faculty Research Program and Sabbatical Leave Program, hereby known as "the Programs". The ONR Office of Transition, Corporate Programs Division manages a number of multidisciplinary research, education, and infrastructure programs aimed at increasing the number of scientists and engineers available to participate in the Naval research enterprise. Information describing the Programs is available on the ONR website, <http://www.onr.navy.mil> under Science and Technology, Corporate Programs Division. This is a continuing requirement. The incumbent is American Society for Engineering Education (ASEE), under Contract No. N00014-99-D-0511, order number 0001.

2.0 Statement of Work

2.1 Objective

The purpose of these Programs is to encourage university professors, including those from Historically Black Colleges and Universities and Minority Institutions (HBCU/MI) and underrepresented groups, to participate in research at Navy research and development laboratories. The contractor shall provide assistance in the administration of the Summer Faculty Research Program and Sabbatical Leave Program in accordance with the following tasks.

2.2 Scope

The contractor shall provide the administrative services to publicize the Programs, recruit applicants, and support ONR in the evaluation and appointment of university faculty members, including those from HBCU/MI and underrepresented groups, to participate in research activities at Naval research and development laboratories in the Navy Summer Faculty Research Program and the Sabbatical Leave Program. The Programs provide stipends and other allowable expenses to university faculty members who conduct research of interest to the Navy at Navy Laboratories during the summer or while on sabbatical from the university. Assistance is needed in the administration of the Programs, including but not limited to, advertising and promotion of the Programs, creation and maintenance of website, recruitment of

candidates to participate in the Programs, receipt and processing of applications, coordination of selection of participants by the participating Navy laboratories, determination of the stipend levels of the participants, payment of stipends and other expenses to participants, the administration of an associated grant which provides funds for the stipends, and reporting on the status of the program periodically. The number of participants is estimated to be about 120 faculty members per year in the Summer Faculty Research and Sabbatical Leave Programs.

2.3 Technical Tasks/Requirements

2.3.1 Creation and maintenance of internet website. The contractor shall establish an internet website containing all relevant information about the Programs. The website shall contain the following information: 1) program description; 2) list of participating labs; 3) contact information for the lab coordinators; 4) a link to the ONR website; and 5) an online application process. The website shall be maintained and updated periodically whenever there is a need to do so. The website shall be electronically linked to relevant parts of the ONR website as well as those of Navy Laboratories involved in the Programs. There shall be capability for interested faculty to submit applications electronically via the website.

2.3.2 Advertising and promotion. The contractor shall use suitable means and techniques to reach out and advertise the Programs to potential faculty participants. The outreach efforts should provide a brief description of the Programs and should refer interested faculty to the website. This effort is a very important part of the required assistance to ensure success of the Programs.

2.3.3 Maintenance of database of candidates. The contractor shall compile and maintain a database containing past and present applicants and participants. Past applicant and participant information is in possession of the government and will be given to the contractor upon award of the contract. The contractor shall also maintain data as feasible on the identity of those who asked for information but did not apply.

2.3.4 Active recruitment. The contractor shall actively recruit and assist potential applicants to apply to the Programs. The contractor shall provide assistance, by phone, email, fax, or regular mail to faculty members who are interested in the Programs.

2.3.5 Processing of applications. The contractor shall facilitate the submission of applications by electronic means (e.g., via the website or email); shall receive, log-in, sort, and otherwise process the applications; and shall assure that the applicants are eligible to participate in the Programs. Participation in these programs is limited to United States citizens or nationals and to legal permanent residents of the United States. Some restrictions may apply to permanent residents regarding eligibility for a DoD security clearance.

2.3.6 Matching of research interest to that of Navy Labs. The contractor shall provide assistance to potential applicants to match their research interest to that of the participating Navy research and development laboratories. The applications shall be sent to the suitable Navy labs for their consideration. The contractor shall be informed by the Navy Labs as to which applicants the Labs wish to host. Furthermore, the contractor shall receive guidance from ONR regarding which HBCU/MI applicants are to be appointed.

2.3.7 Applicant evaluation and appointment. The contractor shall convene a panel of suitable research & development (R&D) experts and/or managers, including Navy laboratory experts and program managers, to determine the stipend level to be offered to the applicants for the Summer Faculty Research Program who are selected for appointment by the Navy Laboratories. For the Sabbatical Leave program, the contractor shall coordinate the stipend level with the hosting Navy Laboratories. The contractor shall assist ONR in offering appointments to approved applicants.

2.3.8 Coordination with other ONR contractors in related program. The contractor shall coordinate the Programs with other ONR contractors involved in recruiting and encouraging university faculty members to participate in research at Navy laboratories. Such coordination may include the referrals of potential applicants and participants in the Programs by these other contractors.

2.3.9 Administration of an associated grant. The contractor shall submit a separate grant proposal and shall administer the associated grant which provides funds for the payment of stipends and other allowable expenses to the participants.

2.3.10 Payment of stipends and other expenses to participants. The contractor shall process and make stipend payments to the participants and shall make payments for travel and other expenses to the participants, as provided by the terms of the Programs. The contractor shall keep accurate accounting of funds received for the associated grant for the Programs: the Summer Faculty Research Program and the Sabbatical Leave Program.

2.4 Reports Data and Other Deliverables

2.4.1 Quarterly Reports. The contractor shall provide quarterly reports, and the reports shall include status of the Programs, financial data, number of applicants, number of applicants from HBCU/MIs, number of female applicants, number of inquiring potential participants who did not apply, number of accepted participants, the distribution of applicants among the Navy laboratories, average cost per participant, contact information on the participants and applicants, and other relevant data. Contractor format is acceptable. This report is due no later than the last working day of the current quarter.

2.4.2 Monthly Reporting of Program Status. The contractor shall provide written reports on the status of the Programs, including financial data, number and institutions of applicants, their eligibility, contact information (name, mailing

address, email address, and phone number), and coordination with Navy laboratories, level of appointment, and other data regarding the Programs. The report is due no later than the last working day of the current month.

2.4.3 Final Report. The contractor shall provide a final report at the completion of the base period and, if applicable, each option period. The report shall include a summary of the entire year's performance information as reported in the quarterly reports. Contractor format is acceptable.

2.4.4 Other Reports As Required. The contractor shall provide other reports as required by the ONR Program Office. The other reports are of a more immediate nature between quarterly reports, including data similar to that in the quarterly reports. Contractor format is acceptable. This due date for the required report will be given upon request of the report.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 **Program Manager** or Equivalent: At least a Bachelor's degree from an accredited college or university and at least three years experience in managing programs of similar scope and complexity, including the development and management of internet websites. The candidate shall be responsible for the overall management of the contract for this administrative assistance and an associated grant to provide stipends and other expenses for participants.

3.1.3 **Project Manager** or Equivalent: At least a Bachelor's degree from an accredited college or university OR three years experience. The candidate shall oversee the day to day activities of the Programs and serve as assistant to the Program Manager whenever the Program Manager is not available. The candidate assigned to this task must have experience in managing projects of similar scope and complexity as detailed above, including experience with website development and maintenance.

3.1.4 **Financial Manager** or Equivalent: At least a Bachelor's degree with business concentration from an accredited college or university with three years experience. The candidate shall oversee the finances of the contract and grant. The candidate shall insure the

accounts are in good order and shall make stipend payments and other payments for participant expenses. The financial manager assigned to this task must have accounting experience suitable for projects of this or similar magnitude.

- 3.1.5 **Accounting Support Staff** or Equivalent: At least a Bachelor's degree from an accredited college or university and at least three years experience in accounting. The candidate shall be responsible for the support of the financial manager in keeping track of the accounts and shall provide accounting information in the absence of the financial manager.
- 3.1.6 **Administrative Support Staff** or Equivalent: At least an Associates degree from an accredited college or university OR three years experience. The candidate shall provide administrative support in the contractor's office to handle phone calls and other inquiries, as well as other general office support functions.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. Both a 12-month base period and four (4) 12-month option periods have been defined (Total potential period of performance, with options, is 60-months).

3.2.2 Base Period: The base period of performance will be from time of award through 12-months. The annual level of effort anticipated for this period is approximately 2 man years at an average rate of approximately 293 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is estimated below.

Labor Category	Hours Per Period (Base)
Program Manager	200
Project Manager	1,840
Financial Manager	180
Accounting Support Staff	650
Administrative Support Staff	650
Total Hours	3,520

NOTE: 1,840 hours is equivalent to one (1) man-year

3.2.2.1 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.2.2 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the

direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

3.2.3 Option Periods: If exercised, each option period shall be from the effective date of the option exercise through 12-months. The level of effort anticipated for this period is approximately 1.7 man-years at an average rate of approximately 267 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours Per Period
Program Manager	150
Project Manager	1,600
Financial Manager	150
Accounting Support Staff	650
Administrative Support Staff	650
Total Hours	3,200

NOTE: 1,840 hours is equivalent to one (1) man-year

3.2.3.1 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.3.2 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: Base period of 12 months from time of award with four (4) twelve-month options.

4.3 Other Direct Costs (ODCs)

ODCs (including supplies, travel, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total ODC amount is not to exceed (NTE) including G&A \$5,000 per year. At this time, the specific items cannot be identified. This NTE amount should be proposed and included as part of the cost total (without profit or fee) in each proposal submitted under this solicitation.

Travel may or may not be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.4 Place of Performance: All work will normally be performed at the Contractor's facilities.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business.

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks. The prime offeror shall not propose any more than 1% of fixed fee on the subcontractor amount this is included in their proposal.

4.7 Security Requirements:

a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the

contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the research programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and

rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime's proposal or in accordance with section 5.3 of this solicitation before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement: Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 PM (Local Time) on Thursday, 09 November 2006. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about 5 December 2006.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is Kristin Fuller, Contract Specialist, ONR, 703.696.4591, Kristin_Fuller@onr.navy.mil.

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files